

City of Sequim 2015 Budget

Personnel Summary



City Of Sequim 2015 Budget

Personnel Summary

Susanne Connelly, Human Resource Director

FTE Summary:

The planned full time employee headcount for 2015 is 76.29. In 2015, employee salary costs are estimated at \$5.2ml and benefits at \$2.2ml. This represents a 1.8% increase in wages and a 4.2% increase in benefit costs. Human resources will continue to work with departments to analyze and reduce benefit program costs and options, unemployment costs and workers compensation program fees.

Salary and Wages

Non-uniformed Bargaining Unit

This unit currently represents 33 employees. Total compensation for this group is budgeted to be \$2.7ml for 2015. The wage freeze for employees in this group ended on January 1, 2013. Currently, about three-fourths of these employees are at the top step of their pay ranges. The bargaining unit contract for this group ends December 31, 2014 and we are currently in the process of labor negotiations, effective January 1, 2015.

Police Sergeants Bargaining Unit

Four employees are represented by this unit. The bargaining unit contract for this group is effective January 1, 2013 through December 31, 2015. Because management research demonstrated their pay was at market in 2012, this group did not received any wage increase in 2013, 2014 and will receive a 1% increase in 2015. We will begin labor negotiations in May 2015 for a new labor contract for Police Sergeants effective January 1, 2016. In 2015, total compensation for this group is budgeted at \$496k.

Police Officer Bargaining Unit

Thirteen employees are represented by this unit. As above, the police officer labor contract was negotiated in 2012 to provide no cost of living wage increase effective January 1, 2013 or January 1, 2014, with a 1% effective January 1, 2015. As above, we will begin labor negotiations for this unit in May 2015. Total compensation in 2015 for the group is budgeted at \$1.39ml.

Non-represented staff

There are 21.67 employees in this group, with salary changes governed by the "Management Compensation Policy Objectives" policy approved in November 2010 that established pay ranges for these employees with wage progression tied to job performance. Performance evaluations for each employee in this group were completed in December 2013 to enable a wage review based on work performance for any possible wage changes effective January 1, 2014. Wage increases averaging from 1% to 3% were provided to this group. Total compensation in 2015 for the group is budgeted at \$2.43ml.

Other wages, salaries, benefits

This category includes wages for one temporary Water Resource Manager, one Police Reserve officer and seven Seasonal / Temporary employees, representing a total of 4.62 FTE. Total compensation is budgeted at \$300k in 2015.

Benefits

Health Benefits

We provide two health benefit (medical, dental, vision, life insurance) programs for our employees; one through Washington Welfare Teamsters Trust and one through the Association of Washington Cities. Medical insurance comprises the largest component of these costs. We estimate the average budgeted health benefit increase for 2015 to be 6%.

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- Teamsters: We have 50 union employees in the Non-commissioned, Police Patrol and Police Sergeant bargaining units. The union employees are covered by Washington Welfare Teamsters Trust insurance, with the City paying 85% of this cost. The Welfare Trust charges one monthly health insurance rate, regardless of whether the employee is single or has a full family. The Welfare Trust does not provide rate increase estimates; they publish rate increase information in late November.
- AWC: We have 23 non-union employees eligible for insurance benefits covered by the Association of Washington Cities Trust. AWC became self-insured January 1, 2014. They have projected a 5% rate increase for medical, 6% for dental and 5% for vision in 2015.

As we continue to monitor PPACA provisions and its potential impacts on the City, we will reconvene the non-union benefits committee in March 2015 to analyze medical cost saving options for the City.

Holidays

The number of approved annual City holidays is 11 with one additional floating holiday.

Retirement Benefits

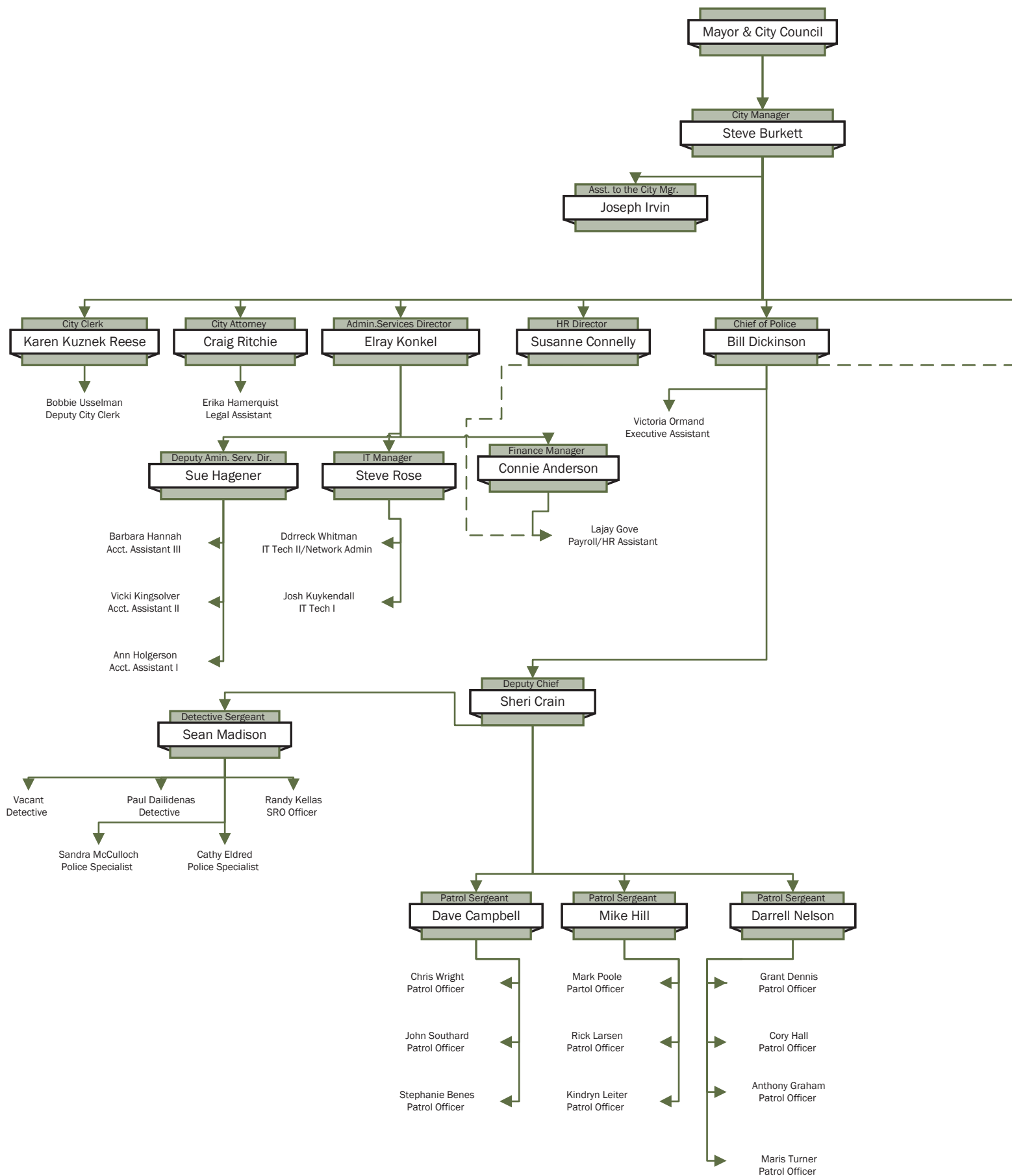
All regular city positions participate in a defined benefit plan required by the State of Washington that includes an employer and employee contribution. Our uniformed Police employees participate in the LEOFF plan and all other regular employees are covered by the PERS plan. The State legislature sets the contribution rates for both the employer and the employee, which are subject to change based on plan provisions, economic assumptions and the actuarial experience of the system. For 2015, the PERS 2 and PERS 3 employer rates will increase by 22% on July 1, 2015.

Payroll taxes

L&I rates reflect the City's history of safety injuries and claims. Over the last several years L&I rates have continued to increase state-wide. In 2012 human resources established an all-city safety committee meeting monthly to "increase safety awareness and reduce safety incidents" by recommending improvements and training to department heads. At this time we estimate a 4% increase for 2015 for L&I costs. L&I will publish final rate notices confirming this information in December.

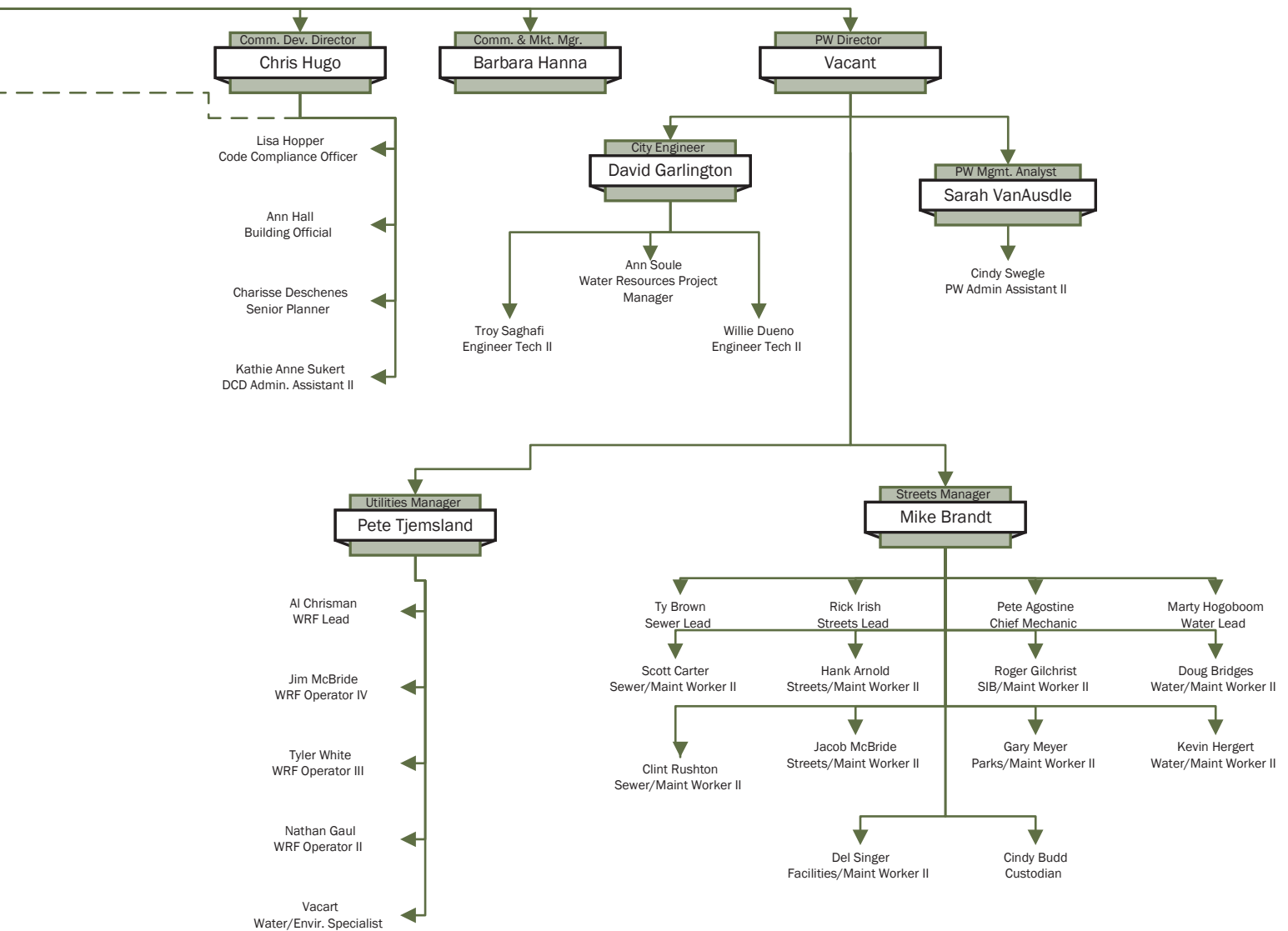
The City is self-insured for unemployment costs of employees who have left the City and request/qualify for unemployment under State rules (includes seasonal and temporary workers). In 2013, in an effort to reduce unemployment costs on Public Works seasonal workers, we began using Express Personnel Services so the responsibility for paying unemployment costs shifted to them. Also in 2013, the Department of Retirement Systems informed employers that they must start paying PERS retirement for returning seasonal workers. Additionally, throughout 2013 and 2014 human resources and payroll staff continued to monitor PPACA regulations which include the possibility of requiring the City to pay health coverage for seasonal workers. Due to the regulatory requirements, the City returned to hiring seasonal workers in-house in 2014.

For employers, social security tax continues to be 6.2% and Medicare tax 1.45%.



City of Sequim Organizational Chart

Budget 2015





**City of Sequim
2015 Budget**

Historical Staffing Summary

	Actual 2011	Actual 2012	Actual 2013	Forecast 2014	Budget 2014	Budget 2015	2015 - 2014 %
<i>Budgeted Staff (FTE, not including Council)</i>	73.24	73.24	74.91	74.91	76.29	76.29	0.0%
OFM Census	6,625	6,795	6,855	6,910	6,910	6979	1.0%
<i>Employees per 1000 OFM Population</i>	11.1	10.8	10.9	10.8	11.0	10.9	-1.0%
						<i>staff estimate *</i>	
Salaries	\$ 4,667,795	\$ 4,848,270	\$ 4,813,463	\$ 5,153,461	\$ 5,118,573	\$ 5,209,743	1.8%
Benefits	\$ 1,627,665	\$ 1,848,755	\$ 1,847,292	\$ 2,037,088	\$ 2,111,629	\$ 2,200,043	4.2%
Total Comp	\$ 6,295,460	\$ 6,697,025	\$ 6,660,755	\$ 7,190,549	\$ 7,230,202	\$ 7,409,786	2.5%
Benefits as % Salaries	35%	38%	38%	40%	41%	42%	1.0%
Benefits as % Total Comp	26%	28%	28%	28%	29%	30%	0.5%
City Wide Operating Funds	\$ 12,073,133	\$ 13,459,304	\$ 14,314,225	\$ 14,608,621	\$ 15,233,362	\$ 16,067,589	
Total Comp as % Op Budget	52.1%	49.8%	46.5%	49.2%	47.5%	46.1%	-1.3%

Salary and Benefits by Employee Group

	Council	Non- Represented	Non- Uniformed	Sergeants	Uniformed	Reserves, Seasonal & Temporary	Total
Regular Salary	14,400	1,727,913	1,748,806	315,435	841,198	184,219	4,831,971
Overtime - Hourly	-		69,708	45,707	178,096	-	293,511
On Call Pay	-	-	70,428	13,833		-	84,261
Total Salary	\$ 14,400	\$ 1,727,913	\$ 1,888,942	\$ 374,975	\$ 1,019,294	\$ 184,219	\$ 5,209,743
Health Insurance	-	354,600	496,212	60,680	197,209	21,879	1,130,580
Retirement	-	155,896	181,180	19,717	55,646	18,036	430,475
Payroll Taxes	1,274	131,961	139,377	27,857	77,714	14,093	392,276
Other Benefits	-	40,632	600	2,640	8,520	54,080	106,472
Workers Comp	149	20,504	61,476	9,904	28,499	7,583	128,115
Total Benefits	\$ 1,423	\$ 703,593	\$ 878,845	\$ 120,798	\$ 367,588	\$ 115,671	\$ 2,187,918
Total Salary & Benefits	\$ 15,823	\$ 2,431,506	\$ 2,767,787	\$ 495,773	\$ 1,386,882	\$ 299,890	\$ 7,397,661
<i>Budgeted Staff (FTE, not including Council)</i>		21.67	33.00	4.00	13.00	4.62	76.29
Salary per FTE		79,738	57,241	93,744	78,407	39,874	68,289
Benefits per FTE		32,469	26,632	30,200	28,276	25,037	28,679
Total per FTE		\$ 112,206	\$ 83,872	\$ 123,943	\$ 106,683	\$ 64,911	\$ 96,968

LEOFF I Retired Medical Benefits \$ 12,125

Total Benefits including Retired Medical Benefits \$ 2,200,043

CITY OF SEQUIM
2015
Salary & Wage Schedule

Division Dept	Union Range	Compensation Schedule by Job Title	FTE	Salary & Wage Range		
				Minimum	< ---- >	Maximum
		Council	7	1,800	< ---- >	3,000
		Non-Represented				
		Exempt / Non-Exempt				
ADM		City Manager	1	127,260	< ---- >	136,500
ADM		Admin Services Director/Treasurer	0.75	86,940	< ---- >	112,140
PW		Public Works Director	1	86,940	< ---- >	112,140
POL		Chief of Police	0.92	86,940	< ---- >	112,140
ADM		City Attorney	1	86,940	< ---- >	112,140
DCD		Community Development Director	1	86,940	< ---- >	112,140
PW		City Engineer	1	76,320	< ---- >	97,740
POL		Deputy Chief	1	76,320	< ---- >	97,740
ADM		HR Director	1	76,320	< ---- >	97,740
ADM		Deputy Admin Services Director	1	76,320	< ---- >	97,740
ADM		City Clerk	1	68,040	< ---- >	88,200
ADM		Comm. & Marketing Director	1	68,040	< ---- >	88,200
ADM		Finance Manager	1	68,040	< ---- >	88,200
ADM		IT Manager	1	57,960	< ---- >	75,600
PW		Streets Manager	1	57,960	< ---- >	75,600
PW		Utilities Manager	1	57,960	< ---- >	75,600
PW		Assistant to the City Manager / Parks Mgr	1	57,960	< ---- >	75,600
PW		PW Management Analyst	1	57,960	< ---- >	75,600
ADM		Deputy City Clerk	1	40,320	< ---- >	64,260
POL		Executive Admin Assistant	1	40,320	< ---- >	64,260
ADM		Payroll Admin/HR Assistant	1	40,320	< ---- >	64,260
ADM		Legal Assistant	1	40,320	< ---- >	64,260
		Reserves, Temporary, Seasonal & Interns				
PW		PW Water Resources Manager Temp	1	57,960	< ---- >	75,600
POL		Police Reserve	0.12			
PW		Seasonal Maint. Workers	3.5	\$14.50/hr	< ---- >	\$17.00/hr
		Union Represented				
		Non-Uniformed		Step A	Effective 7/1/2011	Step E
DCD	26	Senior Planner	1	59,093	..B..C..D..	70,491
DCD	26	Building Official	1	59,093	..B..C..D..	70,491
PW	20	WRF Lead	1	49,483	..B..C..D..	59,010
PW	19	Chief Mechanic	1	48,048	..B..C..D..	57,325
PW	19	Engineering Tech II	2	48,048	..B..C..D..	57,325
ADM	18	IT Tech II	1	46,654	..B..C..D..	55,619
PW	18	WRF Operator IV	1	46,654	..B..C..D..	55,619
DCD	17	Code Compliance Officer	1	45,302	..B..C..D..	54,018
PW	17	Maint Worker III (Leads)	3	45,302	..B..C..D..	54,018
PW	15	WRF Operator II	2	42,702	..B..C..D..	50,918
PW	15	Water/Environmental Specialist	1	42,702	..B..C..D..	50,918
PW	15	Maint Worker II & Water Operators	9	42,702	..B..C..D..	50,918
ADM	14	Accounting Assistant III	1	41,454	..B..C..D..	49,442
ADM	14	IT Tech I	1	41,454	..B..C..D..	49,442
POL	12	Police Specialist	2	39,083	..B..C..D..	46,592
ADM	12	Accounting Assistant II	1	39,083	..B..C..D..	46,592
PW	11	Maint Worker I Janitor	1	37,939	..B..C..D..	45,261
ADM	10	Accounting Assistant I	1	36,837	..B..C..D..	43,930
DCD	9	Administrative Assistant II	1	35,755	..B..C..D..	42,619
PW	9	Administrative Assistant II	1	35,755	..B..C..D..	42,619
		Uniformed		Step A	Effective 1/1/2013	Step E
POL		Police Sergeant	4	70,429	..B..C..D..	76,232
POL		Police Officer	12	53,352	..B..C..D..	65,915
POL		SRO Officer	1	53,352	..B..C..D..	65,915
Total Employees (excluding Council)			76.29			

* By approving the budget Council authorizes the City Manager to adjust duties & salaries within the number of FTEs & within the budgeted salaries & benefits amounts.

**CITY OF SEQUIM
2015 BUDGET**

Personnel Summary by Department and Fund

	Budget 2011	Budget 2012	Budget 2013	Budget 2014	Amended Budget 2014	Budget 2015	2015-2014 Change
General Fund							
City Manager	1.00	1.00	1.00	1.00	1.00	1.50	0.50
City Clerk	2.00	2.00	2.00	2.00	2.00	2.00	-
Communications	0.38	0.50	0.50	0.50	0.50	0.40	(0.10)
City Attorney	1.35	1.35	1.35	1.35	1.35	1.35	-
Crim Prosecution (Municipal Court)	0.65	0.65	0.65	0.65	0.65	0.65	-
Temporary, Seasonal or Interns	1.00	-	-	-	-	-	-
Human Resources	-	1.50	1.50	1.50	1.50	1.50	-
Finance	8.00	7.50	6.25	6.25	6.25	6.25	-
Information Technology	2.00	2.00	3.00	3.00	3.00	3.00	-
Growth Planning	3.00	3.00	1.00	1.00	1.00	1.00	-
Temporary, Seasonal or Interns	-	-	-	-	-	-	-
Code Compliance	1.00	1.00	1.00	1.00	1.00	1.00	-
Dev Services	1.00	1.00	3.00	3.00	3.00	3.00	-
PW Administration	5.50	6.60	4.50	5.10	5.10	4.10	(1.00)
Facilities Maintenance	1.40	1.40	1.80	1.55	1.55	1.56	0.01
Temporary, Seasonal or Interns	0.50	0.25	-	-	-	-	-
Engineering	2.67	3.00	2.90	2.90	2.90	2.90	-
Parks	2.00	1.00	1.40	1.65	1.65	2.15	0.50
Temporary, Seasonal or Interns	-	0.50	-	0.50	0.50	0.50	-
Police	21.57	21.00	20.92	20.92	20.92	20.92	-
Police Reserve	0.24	0.24	0.24	0.12	0.12	0.12	-
Subtotal	55.26	55.49	53.01	53.99	53.99	53.90	(0.09)
Streets - includes seasonal	2.85	3.85	4.60	4.05	4.05	4.04	(0.01)
Temporary, Seasonal or Interns	-	-	0.50	-	0.50	-	(0.50)
Subtotal	2.85	3.85	5.10	4.05	4.55	4.04	(0.51)
Storm Water							
Storm Water Operations	0.75	0.40	0.80	0.75	0.75	0.75	-
Temporary Water Resouce	-	-	0.75	0.75	0.75	1.00	0.25
Subtotal	0.75	0.40	1.55	1.50	1.50	1.75	0.25
Restricted Funds							
Capital Facilities	-	-	-	-	-	-	-
Hotel/Motel Fund	0.38	0.50	0.50	0.50	0.50	0.60	0.10
Police Restricted	1.00	-	-	-	1.00	1.00	-
Subtotal	1.38	0.50	0.50	0.50	1.50	1.60	0.10
Enterprise Funds							
Water	4.15	4.25	4.00	4.00	4.00	4.00	-
Temporary, Seasonal or Interns			0.50	0.50	0.50	0.50	-
Temporary Water Resouce			0.25	0.25	0.25		(0.25)
Sewer	7.85	7.25	8.00	8.00	8.00	8.00	-
WRF Temporary	-	-	-	-	-	-	-
Reclaimed Water	-	-	-	-	-	-	-
Temporary, Seasonal or Interns	1.00	1.50	2.00	2.00	2.00	2.50	0.50
Subtotal	13.00	13.00	14.75	14.75	14.75	15.00	0.25
Total Full Time Equivalents	73.24	73.24	74.91	74.79	76.29	76.29	0.00
Tax Supported (includes Streets)	58.86	59.74	58.11	58.04	58.54	57.94	(0.60)
Other Funding	1.38	0.50	0.50	0.50	1.50	1.60	0.10
Enterprise Fund Supported	13.00	13.00	16.30	16.25	16.25	16.75	0.50
Total Full Time Equivalents	73.24	73.24	74.91	74.79	76.29	76.29	(0.00)

**CITY OF SEQUIM
2015 BUDGET**

Benefits Schedule

Preliminary as of 8/29/14 - Subject to Change

City Paid Benefits 90% Health Insurance; 100% Remaining Insurance (Non-represented employees)	Total Monthly Cost
Medical - Regence Blue Shield / AWC Health First Plan	\$ 712.22 < -----> \$ 2,075.47
Dental - WDS / Plan F, plus Orthodontia	\$ 54.28 < -----> \$ 179.76
Vision - VSP	\$ 16.82
Employee Assistance Program - ComPsych	\$ 1.49
Basic Life Insurance - The Standard	0.19/per \$1000 of coverage
AD&D Insurance - The Standard	0.05/per \$1000 of coverage
Long Term Disability - The Standard	0.468% of compensation
City Paid Benefits 85% Insurance (Union Employees)	Total Monthly Cost
Medical - WA Teamsters Welfare Trust / Plan A	\$ 1,293.15
Dental - NW Teamsters Dental Trust / Plan A	\$ 130.50
Vision - WA Teamsters Vision Trust	\$ 14.90
Time Loss Insurance / Plan C or Plan A	\$ 8.00 < -----> \$ 16.00
Life and AD&D Insurance / Non-Unif Plan B, Uniformed Plan A	\$ 4.40 < -----> \$ 9.00
Waiver of contributions for 12 months due to total disability	\$ 11.40
Other City Paid Benefits - Employer Contribution	Total Monthly Cost
Retirement: PERS Plans LEOFF2	9.21% < -----> 11% 5.23%

* Management reserves the right to make changes in these benefits when not limited by existing contract.